



## **City of Sedona Historic Preservation Commission Small Grant Program Requirements**

The City of Sedona and the Historic Preservation Commission (HPC) have developed a grant program to assist owners of Sedona Historic Landmarks and other properties identified in the City's Historic Resource Survey eligible for local historic landmark designation to rehabilitate, preserve, or restore their properties. This program provides financial assistance to help owners improve the exterior of historic structures that are located in the City of Sedona, thus improving the overall historic character of the community. It is the intent of this Program to ensure, insofar as possible, that properties receiving a grant under this Program shall be in harmony with the architectural and historical character of the property or district.

At the recommendation of the Historic Preservation Commission, the Director of Community Development has the discretion to modify or waive, on a case-by-case basis, any requirements as outlined in the grant program requirements due to special circumstances such as financial hardship, significant structural damage, or other exigent circumstances. The exercise of discretion places an emphasis on addressing the needs of local historic landmark properties and those listed on National Register of Historic Places. Such modification or waiver considerations may include, but are not limited to eligibility requirements, total grant amount awarded, and owner contribution and reimbursement requirements.

### **Program Overview**

**Eligible Properties:** Eligible properties are *only* designated Local Historic Landmarks or proposed Landmark properties. If an applicant intends to apply for a Small Grant on a property currently not designated, a Landmark Designation Application must be included.

**Grant Amount:** Requests for Small Grant Program funds can range from a minimum of \$1,000 to a maximum of \$4,000 per eligible project. The Historic Preservation Commission may, at its discretion, award less than the grant request. Grants will be awarded based on the availability of funds.

**Owner Contribution Requirement:** This is a matching grant program. Grant recipients are required to contribute an amount equal to at least 50% of the approved project cost. The Small Grant Program award shall not exceed 50% of the approved project cost. After the grant award is made, the City is not responsible for cost-sharing any increases in the total cost of the project.

### **Successive Year Grant Requests**

Property owners are limited to one grant application per grant cycle. Grant applications may be made in successive years to fund a continuing project. In such cases, the application should indicate a description of the overall project and a detailed description of the portion of the project for which the grant is requested for the current grant cycle. Approval of one grant does not guarantee that future grants for a continuing project will be approved.

**Reimbursement Requirement:** The program is a reimbursement program. Payment of the grant award will be made after the work is completed, City staff and/or Commission members have inspected the work, photographs have been taken documenting the work, and paid invoices have been submitted.

**Pre-Application Meeting:** Potential applicants are required to consult with the designated staff member prior to applying for the Small Grant Program. The purpose of this meeting is to discuss application requirements and eligibility of the proposed work.

**Application Deadline:** Applications must be received by the City by no later than 5:00 pm on **Thursday, September 30, 2010**. Applications received after this date may be considered in the next grant cycle.

**Review Process:** Applications will be reviewed within 45 days of the application deadline. To qualify for funding, applications must be complete and in compliance with all requirements. Incomplete or non-compliant applications will not be reviewed. All applications will be evaluated on a competitive basis according to the scoring criteria. Additional material or data may be requested as necessary to assist in the evaluation of the application.

**Approval:** Once an application has been reviewed and a grant awarded, City staff shall issue a notice of grant award to the property owner.

**Site Visit:** City staff and/or the Historic Preservation Commission may visit the property as part of the application review and during the progress of the work. City staff will conduct a site visit upon completion of the project.

**Grant Award and Approval of Materials:** Once an application has been reviewed and a grant awarded, City staff shall issue a notice of grant award to the property owner. After a receiving a notice of grant award, the property owner must arrange to have all the materials that will be used in the project approved by the City prior to commencing construction. These materials must match the original unless they cannot be obtained, in which case, they must be as close to the original as possible. The property owner will also be expected to submit catalogue or manufacturer's product information for replacement items, if applicable. A meeting will be held between city staff, the property owner and the contractor to review and approve the materials. The property owner must submit samples of materials to be used in the work.

**Project Time Frame:** Work may begin after all of the following conditions have been met:

- 1) Application has been reviewed and approved
- 2) A notice of grant award is issued
- 3) A meeting is held and attended by the property owner, contractor, city staff and commissioner(s) wherein all the materials to be used in the project have been approved and craftsmanship and workmanship are discussed.
- 4) Where applicable, a Certificate of Appropriateness application for an existing local historic landmark property is submitted and approved in a public hearing by the Historic Preservation Commission
- 5) A Notice to Proceed has been issued by the City

Project work must begin within 45 days of the date on the Notice to Proceed and be completed by (insert date). Failure to complete the project within this timeframe will result in the loss of the grant and the property owner will be ineligible to apply during the next grant cycle.

The property owner shall provide periodic updates to City staff regarding the progress of the project. The property owner must notify City staff as soon as possible if the project does not move forward at any point after notice of grant award. If the property owner fails to notify City staff that the project is not moving forward, the property owner will be ineligible to apply during the next grant cycle.

**Termination/Suspension:**

A grant may be suspended or terminated before the completion date at the request of the property owner or if, in the sole opinion of City, performance is unsatisfactory or the grant conditions are not being met.

**Disbursement of Funds:** Small Grant Program funds are provided on a reimbursement basis once the entire project is completed. The property owner is responsible for notifying City staff when the project is complete. City staff will conduct an inspection to verify the work is complete as per the approved application. The property owner must submit the final bill for the completed pre-approved work by (insert date). After inspection, the grant reimbursement to the property owner will be processed. Reimbursement of the grant amount will be processed by (insert date). **Reimbursement for eligible expenses will not be made for expenses incurred before the notification of grant award has been issued.**

**Eligible rehabilitation, preservation, or restoration includes but is not limited to:**

1. Roofs
2. Windows
3. Doors
4. Siding
5. Porches
6. Foundations
7. Chimneys
8. Architectural ornamentation
9. Masonry repointing
10. Reversal of inappropriate alterations and reconstruction of original architectural elements based on historic documentation

**Eligibility Requirements**

1. Property is located within the City of Sedona.
2. Property is identified in the City's Historic Resources Survey.
3. Application is complete.
4. Application is signed by the property owner.
5. All application submittal requirements are included.

**Application Review and Award**

Applications will be reviewed based on the criteria outlined below and ranked according to the number of points the applications receive. A maximum of 100 points may be awarded. Grants will be awarded in the order in which the applications are ranked. In a case of a tie in ranking where program funds are insufficient to award grants to all tied applicants, the tied applications will all be funded with each getting a proportional share of the available grant funds.

The maximum possible points allowed for each section of the Grant Application is specified below:

*Part I - General Information – (10 points)*

*Part II - Property Information /Historical Significance – (15 points)*

*Part III - Scope of Work – (65 points)*

*Part IV - Cost Estimates/Proposals – (10 points)*

*Part V – Application Submittal Requirements – (0 points)*